

2017

OCA STRATEGIC GOALS

1. TEAMWORK

We will continue to manage the legal affairs, in the best possible manner, while working as a team. In order for this to continue to be effective, we will set clear objectives, provide resources, and define working relationships so that team members can work as a cohesive cross-functional team. We continue with consistent communication for larger tasks.

Establish project teams, and celebrate and recognize successes.

2. TECHNOLOGY

We will continue to be a fully-functioning paperless office in 2017. We may retain misc. copies of documents, but our primary file-keeping system will be electronic. All incoming and outgoing mail will be scanned each day, documents will be saved to the proper file on Group Storage as opposed to individual desktops, and we will use a precise naming convention.

Staying up-to-date with technology that is constantly evolving and using it to our advantage to ensure quality work and efficient outcomes is the type of prudent management of city resources which will provide short and long term financial stability in the form of getting the most out of the resources the city has already provided us.

The use of technology, software and programming will enhance the reliability, efficiency and quality of the work we perform. This will also help to increase the turnaround time for which we are responding to various complaints, issues, etc.

3. COMMUNITY EDUCATION

We will utilize our website and “Blog” to provide relevant information without giving legal advice. We will post updates, ordinances, Frequently Asked Questions, etc. to help stay connected to the community.

The ‘Year in Review’ page on the City Attorney’s Office website will be updated quarterly as opposed to yearly and will include information compiled in monthly stats by the District Court Clerk and Litigation Assistant in the form of graphs and charts when applicable.

4. TRAININGS/CONTINUING EDUCATION

We agree that, in order to be successful, we need to continue our education. We choose to do this through seminars, conferences and in-house bi-weekly or monthly trainings.

5. INTERNSHIPS

Continue to provide internship opportunities for students in universities and law schools.

PERFORMANCE MEASURES

1. Responding to contracts quickly and efficiently keeping the process flow moving.
2. Processing and posting updated FOIA logs to the website to keep the community informed.
3. Responding to citizen complaints.
4. Managing district court prosecution in an effective manner.
5. Processing of claims in a timely manner.
6. Managing federal and state court civil litigation.
7. Biweekly budget meetings.
8. Biweekly litigation meetings.
9. Weekly staff meetings which include the Board of Water and Light.
10. All attorneys are assigned to litigation cases.
11. All attorneys are cross trained to handle each office function.
12. Respond to requests for legal services from City Council, City Council members, the Mayor, executive branch, department heads, and the Board of Water and Light in a timely manner.
13. Continue efforts to make the office paperless including maintaining electronic filing system and offering electronic legal research tools for all legal staff.
14. Consistent communication and teamwork to ensure we are knowledgably speaking with one unified voice to represent the best interests of the City.